

STATE OF CONNECTICUT
 DEPARTMENT OF CONSUMER PROTECTION
 OCCUPATIONAL & PROFESSIONAL LICENSING DIV
 Telephone: (860) 713-6135
 Web Site: www.state.ct.us/dcp/



For Official Use Only

APPLICATION FOR REGISTRATION OF MAJOR CONTRACTOR

INSTRUCTIONS:

All spaces must be completed - please print in ink or type. This application **must be accompanied by a check or money order for the correct fee as listed below**, made payable to: "Treasurer, State of Connecticut". Application fees are **non-refundable**. All registrations expire annually on June 30th.

<i>If your application is received between:</i>	<i>Your registration fee is:</i>
July 1st – September 30th	\$500.00
October 1st – December 31st	\$375.00
January 1st – March 31st	\$250.00
April 1st – June 30th	\$125.00

➔ Return your completed application and fee to:

Department of Consumer Protection, License Services Division, 165 Capitol Avenue, Hartford, CT 06106

Applicant Legal Standing:				
Sole Proprietorship		Partnership	Corporation	Limited Liability Company
Name of Applicant				
Trade (d/b/a) Name			Name of Owner (if different from applicant)	
Street Address		City	State	Zip Code
Telephone Number (with area code)	FEIN or Social Security Number		Email Address	
Has the organization ever failed to complete any work awarded to it?				
If YES, please include a written explanation with this application.			YES	NO
Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against the organization or its officers?				
If YES, please include a written explanation with this application.			YES	NO
Has the organization filed any law suits or requested arbitration with regards to construction contracts within the last five years?				
If YES, please include a written explanation with this application.			YES	NO
Has the applicant, any partner, or director of the corporation ever been convicted of a felony crime?				
If YES, attach a statement including the date(s) and nature of conviction(s), the court(s) where the case(s) were decided, and a description of the circumstances involved.			YES	NO

TYPE OF WORK: List the categories of work that the organization normally performs with its own forces. Include management and/or supervision as a Major Contractor if applicable.

1)	2)	3)
4)	5)	6)

ORGANIZATIONAL INFORMATION: Please fill out only the section that pertains to your organization.

If Corporation:

Date of Incorporation	State of Organization
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List Names of Officers, Directors

Name	Address
Name	Address
Name	Address

If Partnership or Limited Liability Company:

List Names of all Partners/Members

Name	Address
Name	Address
Name	Address

THE FOLLOWING ORIGINAL ITEMS, LESS THAN THIRTY (30) DAYS OLD, MUST BE SUBMITTED WITH THE APPLICATION:

1. One **credit** reference letter from the industry (supplier or subcontractor).
2. One **credit** reference letter from a financial institution.
3. Three reference letters from persons familiar with the **knowledge**, **skills** and **abilities** of the applicant, relating to the performance of the organizations' major contracting services.
4. Evidence that the organization has obtained **general liability insurance** for the safety and welfare of the public; with the **certificate holder to be**, Department of Consumer Protection, 165 Capitol Ave., Hartford, CT 06106.
5. If applicable, a certified copy of a trade name certificate from the town in which the organization is primarily conducted, in accordance with Section 35-1 of the Connecticut General Statutes
6. If a domestic corporation or LLC, a certificate of legal existence less than 30 days old from the Secretary of State of Connecticut; or, If a foreign corporation or LLC, a certificate of legal existence from the state in which it is incorporated, as well as a certificate of good standing less than 30 days old from the Secretary of State of Connecticut.

INCLUDE WITH APPLICATION ON SEPARATE SHEETS:

CONSTRUCTION PROJECTS IN PROGRESS:

List all major construction projects the organization has in progress

- Name the project
- Address of the Project
- Owner of the Project
- Architect and/or Engineer
- Contractor Amount
- Percent Complete
- Scheduled Completion Date

CONSTRUCTION PROJECTS COMPLETED IN PAST 5 YEARS

List all major construction projects the organization has completed in the past five (5) years

- Name the project
- Address of the Project
- Owner of the Project
- Architect and/or Engineer
- Contractor Amount
- Completion Date
- Percentage or work performed with organization's own forces

AFFIDAVIT

(To be made before a Notary Public or other official qualified by law to administer oaths)

The undersigned being duly sworn, upon his/her oath deposes and says that the foregoing statements to the best of his/her knowledge and belief are true and made in good faith. I also swear that I am familiar with the statutes and regulations promulgated by the Department of Consumer Protection pertaining to major contractors, specifically Section 20-341gg of the General Statutes and Section 20-341gg-1 through 20-341gg-7 of the Regulations of Connecticut State Agencies.

Applicant

Title

Date

Subscribed and sworn to before me:

Signed: Notary Public

Date